

NOTARIAL SERVICES CHECKLIST

PRINT THIS CHECKLIST AND BRING IT COMPLETED & SIGNED TO YOUR APPOINTMENT

In order to receive notarial services from the Consular Section, you must satisfy the following requirements:

- ☐ Reviewed documents carefully and have **clearly indicated which pages require a Notarial Seal**.
- ☐ Verified that documents are complete and organized in sequential order.
- ☐ Have a current government issued photo identification document such as a passport.
- ☐ Verified that the name on your identification document matches your name on the document you need notarized.
- ☐ Completely filled in all blank spaces on the document.
- ☐ Be prepared to demonstrate that you understand the document to be signed and are signing voluntarily
- ☐ If signing as a representative of a company, provide documentation (such as the articles of incorporation) to verify your legal or business identity.
- ☐ Provide your own witnesses if required on your document. Embassy staff is NOT allowed to act as witnesses for notarizations.

Signature